

Job Title: Executive Director Commission on VASAP

The Executive Director is responsible to the Commission on VASAP for the management of the State VASAP office. Responsibilities include ensuring the agency's achievement of its mission and financial objectives and assuring the stability of the statewide system of 24 local ASAP programs. The function of the Executive Director is to implement the strategic goals and objectives of the organization, to give direction and leadership toward the achievement of the agencies philosophy, mission strategy, and its annual goals and objectives.

Essential Duties and Responsibilities include the following:

- Responsible for overall leadership of staff in the development and implementation of short and long range plans, policies and other activities.
- Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, property management and payroll in accordance with generally accepted accounting principles, the Commission on VASAP and the Commonwealth's department of accounts and planning and budget.
- Handles all aspects of human resource management for all employees including but not limited to hiring and termination, developing position descriptions, setting compensation, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible to the Commission on VASAP for the oversight and certification of 24 local ASAP programs.
- Responsible for liaison with other agencies and organizations, such as the General Assembly, state and local government agencies, local ASAP offices, and the courts.
- Responsible for support of all activities associated with the Commission on VASAP, including staffing for all Commission meetings, meeting schedules, locations, development of agendas and meeting materials.
- Responsible for providing information, advice, and counsel to the Chairman of the Commission, Advisory Board and other Committees in the creation of policies, programs, and strategic direction of the Commission on VASAP.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. A Master's degree or equivalent in experience in a related field and seven years of increasingly responsible administrative experience, at least five of which shall have been in a supervisory capacity. Ability to define problems, collect data, establishes facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies. Ability to read, analyze, and interpret financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from offenders, legislators, local program staff, Commission members and members of the community; communicate effectively in both written and oral form; and

effectively present information to Commission members, legislators, public groups and other stakeholders.

Successful candidates will have strong organizational, administrative, and financial management skills. The Executive Director will be comfortable in a hands-on role and willing to do the essential tasks required to meet the goals of the Commission on VASAP

The salary is commensurate with experience.

To apply, a resume and state application must be received no later than 5:00 pm, July 30, 2010 at 701 East Franklin Street, Suite 1110, Richmond, Virginia 23219.